

**Exford C of E First School
Minutes of School Governors Meeting
on Tuesday 20th, March 2007**

Dr Martin said he had received a letter of resignation from Julie Toop, and he said he had written to thank her for all her time and commitment whilst being a governor.

1. **Apologies:** None
2. **Apologies for Late Arrival:** James Winzer arrived at 5.35pm. David Newman apologies for leaving early at 5.40pm
3. **Present:** Dr Martin (Chairman), Mrs McGavin (Head), Mrs West (Acting Head), Mrs Tucker, Mrs Fisher, Mr Bickersteth, Mr Winzer, Mr Phillips and Mrs J Atkins (Clerk to Governors)
4. **Minutes** of the meeting held on 23rd January 2007, having previously been circulated were taken as read and signed as correct.
5. **Matters Arising:**
 - 5.1 School Development Plan – is being revised
 - 5.2 PANDA – now RAISE on line has been sent to all governors
6. **School Evaluation Form**

Mrs McGavin has re written the Teaching and Learning and the overview of Teaching and Management. Roger Derwass, SDA will be looking at this in the Summer Term. Tiina Huovinen, from the West Somerset Initiative has requested a copy **(Action 1 June to give details on how to download.)**
7. **Decrease of Pupil Numbers**

From September 2007 it is anticipated there will be 9 pupils in KS2 and 18 pupils in KS1.
8. **2007/2008 Budget**

The proposed budget was discussed and it was decided as pupil numbers from September 2007 are projected to fall, it will therefore be necessary to reduce staff support for organizational and financial reasons. The Headteacher and governing body therefore agreed that a LSA staff redundancy and or a reduction in LSA staff hours will be needed from September. From the date of this meeting we will adopt the current redundancy procedure. This was proposed by Mr Bickersteth and seconded by Mr Phillips and unanimously agreed. Our Human Resources adviser Vicky Hayter has been given prior notice of intentions to discuss this matter. **(Action 2 Joan e-mail to Vicky Hayter proposal by governors)**
9. **New Federation**

The first meeting will be on 2nd April 2007. Dr Martin has applied for the position as a LEA governor. There are two LEA positions with four applications.

Parent Governor – Mr Phillips and Mr Winzer have applied.

Foundation Governor – Mrs Tucker has applied

Community Governor – Dr Newman has applied.

Associate members – Mr Bickersteth has agreed to stand for this position.

Mrs McGavin will automatically be a governor and when not able to attend meetings Mrs West will represent Exford School.

10 Governor Training

Mrs Fisher said West Somerset is not getting the most out of the training days as a lot of the meetings are at the other end of the county, making it impossible to attend.

It was suggested as Mr Winzer has recently been appointed as a parent governor he should apply for the new governor courses.

A Performance Management Course will be held on 22nd March 2007, at Taunton, and will be attended by Mrs Fisher and Dr Martin.

11 Dissolution of the Exford C of E First School Governing Body

The duties of the Exford First School governing body will dissolve on 1.4.07 subject to new governing body of the federation of Dulverton Middle, All Saints First School and Exford First School taking over on 2.4.07.

12 A.O.B.

Dr Martin suggested that, as appreciation for the end of an era for the Exford governing body, perhaps a buffet could be arranged at the White Horse for all staff and governors as a thank you, sometime in the summer term. This was supported by all present.